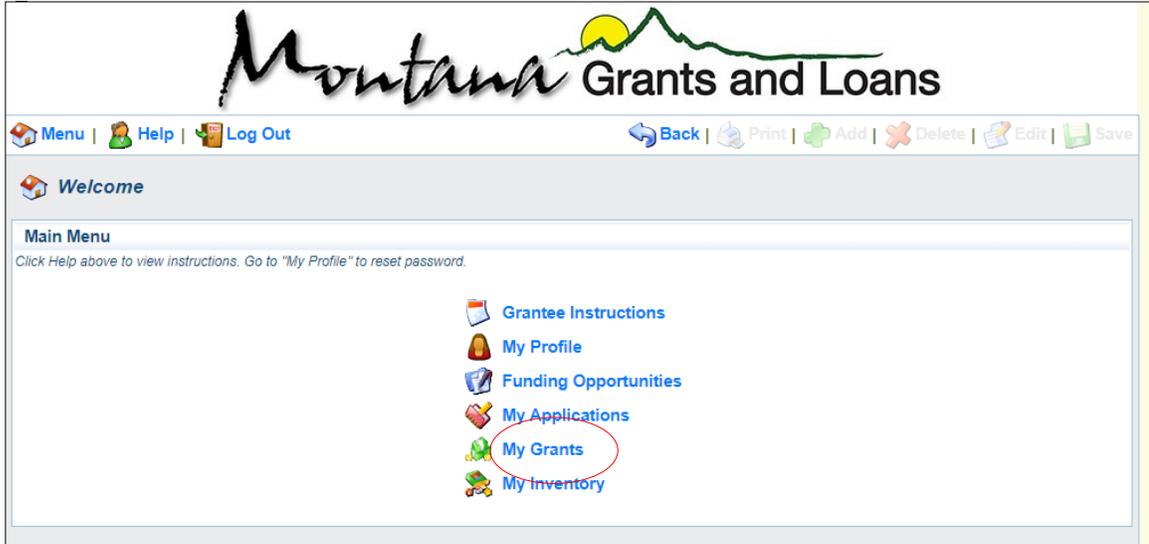


# Recreational Trail Program Grant CLAIM & STATUS REPORT GUIDANCE

## Grantee Claim/Payment - WebGrants

1. Log into Web Grants ([www.fundingmt.org](http://www.fundingmt.org)) and clicks on **My Grants**.



2. Click on the **Title of the Grant** to display all the grant components.

The screenshot shows the 'Grant Tracking' section of the web application. It includes a search bar and links for 'Search My Grants', 'Closed Grants', and 'Claims'. Below is a table of 'Current Grants' with the following data:

ID	Status	Year	Project Title	Program Area	Grant Administrator	Awarded Amount
89426	Underway	2019	Culbertson School	FWP MT WILD	Corie Rice	\$2,500.00
89688	Underway	2019	Pine Creek School	FWP MT WILD	Corie Rice	\$78.00
Total						\$2,578.00

The 'Project Title' column is circled in red. The page footer indicates 'Showing 1 - 2 of 2'.

3. Click on the **“Claims”** tab within grant components.

The screenshot shows the 'Grant Components' section of the web application. It displays a table with the following data:

Component	Last Edited
General Information	08/27/2019
Status Reports	
Claims	
Project Budget	05/14/2019
Contract Documents	05/22/2019
Project Amendment Request	
Opportunity	-
Application	-

The 'Claims' tab is circled in red.

4. Select **Add** to start a new Claim.

Menu | Help | Log Out | Back | Print | **Add** | Delete | Edit | Save

**Grant Tracking**

Grant: RTP1999 - Test Grant - 2019

Status: Underway

Program Area: FWP RTP Recreational Trails Program

Grantee Organization: ZZ FWP Test Organization

Program Officer: Michelle McNamee

Awarded Amount: \$20,000.00

Claims Copy Existing Claim | Return to Components

ID	Type	Status	Date Submitted	Date Paid	Date From-To	Claim Amount
RTP1999 - 001	Reimbursement	Withdrawn	10/18/2019		10/14/2019 - 10/17/2019	-
RTP1999 - 002	Reimbursement	Editing			-	\$0.00
RTP1999 - 003	Reimbursement	Editing			02/23/2020 - 05/05/2020	\$0.00
RTP1999 - 004	Payment	Editing			07/20/2020 - 07/20/2020	\$0.00
Submitted Amount						\$0.00
Approved Amount						\$0.00
Paid Total						\$0.00
Total						\$0.00

Last Edited By:

5. On the Claim Screen:

- a. Select **Reimbursement** in the Claim Type box.
- b. Enter Report Period. *If this is a final reimbursement request for the project, select **Final Request***
- c. **SAVE**
- d. Select **Return to Components**

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | **Save**

**Grant Tracking**

**Claim Instructions**

**Instructions:** Please enter the period you are requesting funds for, Category, if applicable, and Claim Type (reimbursement). Once these fields have been completed, click on "Save" and "Return to Components" to view and complete the other form(s) required to complete your request for payment.

**Claim General Information**

To create a new Claim enter the starting date and the ending date of the Report Period. This is the period of coverage for this Claim.

Claim Type: \* Reimbursement

Report Period: [From Date] [To Date]

Final Request?

6. On the Components page, select **Reimbursement**

**Instructions**

Please enter the period you are requesting funds for, Category, if applicable, and Claim Type (reimbursement). Once these fields have been completed, click on "Save" and "Return to Components" to view and complete the other form(s) required to complete your request for payment.

**Components** Preview | Submit

Complete each component of the Claim and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
<b>General Information</b>		
<b>Reimbursement</b>	✓	12/02/2021
Various Reporting Forms		
Claim Supporting Documentation		
Equipment Purchase Claim Form		
RTP Reimbursement Checklist		

7. Enter your Reimbursement and Match amounts.

a. SAVE

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | **Save**

**Grant Tracking**

Claim: RTP1999 - 006 Grant Components

Grant: RTP1999-Test Grant  
 Status: Editing  
 Program Area: FWP RTP Recreational Trails Program  
 Grantee Organization: ZZ FWP Test Organization  
 Program Manager: Michelle McNamee

**Reimbursement**

Budget Category	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Contract Match	Match Expenses This Period	Prior Match Expenses
<b>RTP Project Budget</b>						
<b>Design and Engineering</b>						
Design and Engineering	\$0.00	<input type="text" value="\$0.00"/>	\$0.00	\$0.00	<input type="text" value="\$0.00"/>	\$0.00
<b>Salaries/Payroll</b>						
Salaries/Labor	\$0.00	<input type="text" value="\$0.00"/>	\$0.00	\$5,000.00	<input type="text" value="5000"/>	\$0.00
Taxes	\$0.00	<input type="text" value="\$0.00"/>	\$0.00	\$0.00	<input type="text" value="\$0.00"/>	\$0.00
<b>Construction/Materials</b>						
Materials	\$0.00	<input type="text" value="\$0.00"/>	\$0.00	\$0.00	<input type="text" value="\$0.00"/>	\$0.00
Construction Contracts	\$20,000.00	<input type="text" value="20000"/>	\$0.00	\$0.00	<input type="text" value="\$0.00"/>	\$0.00

8. On next screen, select **Mark as Complete**. If this is not done, you cannot submit your claim.

**Reimbursement** **Mark as Complete** | [Go to Claim Forms](#)

Budget Category	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total Paid	Available Balance (Unpaid)	Contract Match	Match Expenses This Period	Prior Match Expenses	Total Match	Remaining Match Requirement	Match Percentage
<b>RTP Project Budget</b>											
<b>Design and Engineering</b>											
Design and Engineering	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>Salaries/Payroll</b>											
Salaries/Labor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00	--
Taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
<b>Construction/Materials</b>											

9. On the Components page, select **Claim Supporting Documentation** to upload the supporting documentation for your claim.

**Components** [Preview](#) | [Submit](#)

Complete each component of the Claim and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	04/22/2013
Reimbursement		
RTP Reimbursement Checklist		
<b>Claim Supporting Documentation</b>		
Vehicle Reporting Forms	✓	04/25/2013
Equipment Purchase Claim Form		

10. On the Claims Supporting Documentation screen, select **Add**

The screenshot shows the 'Grant Tracking' interface for claim RTP1899 - 003. The top navigation bar includes 'Menu', 'Help', 'Log Out', 'Back', 'Print', 'Add' (circled in red), 'Delete', 'Edit', and 'Save'. The main content area displays grant details: 'Grant: RTP1899-Test Trails Project', 'Status: Editing', 'Program Area: FWP RTP Recreational Trails Program', 'Grantee Organization: test organization', and 'Program Manager: Michelle McNamee'. Below this is the 'Claim Supporting Documentation' section with a table header: 'Description', 'File Name', 'File Size', and 'Date Uploaded'. A 'Mark as Complete' and 'Go to Claim Forms' link is visible. A note states: 'In order to upload your supporting documentation, click on the green "Add" button on the top menu bar. USFS grantees: please upload the USFS Bill for Collection associated with your project.'

11. You can attach your named documents to any of these named attachments. “Various Reporting Forms” only allows for one upload and “Claim Supporting Documentation” allows for multiple.

The screenshot shows the 'Claim' interface for attaching files. The top navigation bar includes 'Menu', 'Help', 'Log Out', 'Back', 'Print', 'Add' (circled in green), 'Delete', 'Edit', and 'Save'. The main content area is titled 'Attach File' and contains instructions: 'Please fill out all of the required reporting forms listed below that pertain to your specific type of RTP project. You will also need to upload any additional source documentation in your claim request in order to be approved for payment. To access and download the Required Reporting Forms click here'. Below this is the 'Attachment Instructions' section with a note: 'Monthly Grooming Log Sheet(s) - RTP project sponsors that incurred grooming operations expenses must submit the daily grooming log sheets as well as a monthly grooming log sheet that provides monthly totals. Fill out all required fields and attach your log sheets with your claim request.' The form includes an 'Upload File:' field with a 'Browse...' button and a 'Description:\*' text area.

12. Remember to **Save** at each screen & select **Mark as Complete** when you have completed each of the categories.

13. Select **RTP Reimbursement Checklist** and answer all questions. **Save & Mark as Complete**.

**You must mark the other forms Complete in order to get your Claim Request submitted** - they don't necessarily have to contain uploads or information if they don't pertain to your particular project type. However, you will still have to open up each form and **Save** and then **Mark Complete**.

14. After you have completed all of your claim components and uploaded all of your source documentation, you click on **“Submit”**.

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Grant Tracking**

Claim: RTP1899 - 003 Grant Components

Grant: RTP1899-Test Trails Project  
 Status: Editing  
 Program Area: FWP RTP Recreational Trails Program  
 Grantee Organization: test organization  
 Program Manager: Michelle McNamee

**Instructions**  
 Please enter the period you are requesting funds for, Category, if applicable, and Claim Type (reimbursement). Once these fields have been completed, click on "Save" and "Return to Components" to view and complete the other form(s) required to complete your request for payment.

**Components** Preview | **Submit**

Complete each component of the Claim and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	03/19/2019
Reimbursement		10/21/2019
Claim Supporting Documentation		

Once you have submitted your claim, it cannot be changed. If you need to get back into your claim, contact your Program Manager who will unlock the claim for you to access. Your Program Manager will be notified of your claim submission and begin the approval process.

## Grantee Status Report - WebGrants

As of the FY22 RTP Agreements, each Claim must be accompanied with a Status Report

1. Navigate to your Grant Award Page and select **“Status Report”**

Grant Components	
Component	Last Edited
General Information	08/27/2019
<b>Status Reports</b>	
Claims	
Project Budget	05/14/2019
Contract Documents	05/22/2019
Project Amendment Request	
Opportunity	-
Application	-

2. Select **“Add”** from the top of the page

Menu | Help | Log Out | Back | Print | **Add** | Delete | Edit | Save

**Grant Tracking**

Grant: OHV2099 - OHV Test Application 2020 - 2020

Status: Underway  
 Program Area: FWP OHV Program  
 Grantee Organization: ZZ FWP Test Organization  
 Program Officer: Michelle McNamee  
 Awarded Amount: \$16,000.00

**Status Reports** Copy Existing Status Report | Return to Component

ID	Type	Date From-To	Due Date	Submitted Date	Arrived?	Status
OHV2099 - 01	Semi-Annual Report	01/01/2020-07/31/2020		08/10/2020	-	Submitted
OHV2099 - 02	Quarterly Report	07/01/2020-08/10/2020			-	Editing

Last Edited

3. On the next page you will select your status report type and enter your reporting period.
  - a. RTP agreements use **Semi-Annual Reports** for all reports unless submitting the final report, then select “Final Report”
  - b. The reporting period should accurately encompass the amount of time since your last report/claim (for your first report, should be since the start of your agreement)
  - c. **SAVE**

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | **Save**

**Grant Tracking**

**General Information**  
 Use the drop down box to select the type of report that you want to submit. Then enter the period of time that the report will detail.

Status Report Type: Quarterly Report **Select “Semi-Annual Report” or “Final Report”**

Report Period: [From Date] [To Date]

4. On the status report landing page, select **Semiannual Status Report**

Status Report: OHV2099 - 03

Grant: OHV2099-OHV Test Application 2020  
 Status: Editing  
 Program Area: FWP OHV Program  
 Grantee Organization: ZZ FWP Test Organization  
 Program Manager: Michelle McNamee

Components Preview | Submit

Complete each component of the status report and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	12/10/2021
<b>Semiannual Status Report</b>		

5. Complete the writing prompts displayed
  - a. **SAVE**

**Project Status**

What RTP project goals did you accomplish or make progress on during the past 6 months? \*

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6. Mark components as complete and **Submit**